



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 514.6

Job Title: **UTILITY MECHANIC**

Pay Grade: 12

### **GENERAL SUMMARY:**

Performs skilled mechanical duties in the maintenance of water or wastewater systems and facilities.

### **RESPONSIBILITIES:**

- Performs inspections, preventive maintenance, lubrications and repairs of buildings, plants, lift stations, pumps, motors, blowers, compressors, valves, lines and other water/wastewater systems, facilities and equipment.
- Maintains and repairs equipment and tools used to perform responsibilities.
- Makes service calls to maintain and repair equipment.
- Reports unsafe conditions and equipment to proper authorities.
- Keeps records of service calls, maintenance and repair work.
- May be required to drive a City vehicle and maintain vehicle maintenance and mileage records.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to nine months of education or training beyond the high school level. May require simple vocational competence in the operation of mechanical or electronic equipment. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

One year of experience as a Plant Operator Trainee or 18 months of experience in building or mechanical maintenance is required.

One year of directly related college or vocational education may be substituted for up to a maximum of one year of work experience.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Plant Operator Trainee  
Utility Mechanic  
Senior Utility Mechanic

*Effective: October 1990*

*Revised: October 1991*